

Dress, Scent & Allergy Policy

Purpose / Intent

Although scented products are often enjoyed, their overuse can be detrimental to the health and workplace enjoyment of many people. The Alma Mater Society (AMS) is not a scent-free environment; however, we do ask that you avoid the use of strong perfumes and heavily scented products while at work.

In addition, many employees have certain allergies that we must be mindful of. This policy outlines the AMS's approach to accommodating for employee allergies to ensure the workplace is safe for everyone.

We ask for everyone's cooperation in our efforts to accommodate employee health concerns and minimize unnecessary workplace discomfort.

Scope

This policy applies to all AMS employees

Policy

1. Scent

The AMS requires employees to limit the level of perfumes, colognes and other scented products such as air fresheners. It may be difficult to gauge the level of scent you may be wearing as it is common to become desensitized. Please exercise restraint when using scented products such as colognes, perfumes and body lotions. Wherever possible, we encourage our staff and visitors to use unscented or fragrance-free products.

Scented products may adversely affect a person's health, and some or all of the following symptoms may occur:

- Headaches
- Dizziness
- Light-headedness
- Nausea
- Fatigue
- Weakness

- Insomnia
- Malaise
- Confusion
- Loss of appetite
- Depression
- Anxiety
- Numbness
- Upper respiratory symptoms
- Shortness of breath
- Difficulty with concentration
- Skin irritation

In addition, employees are expected to maintain personal hygiene. This includes using deodorant / anti-perspirant to minimize body odors and maintain oral hygiene (brushing teeth).

2. Allergy

Employees have a right to feel safe when at work. As a result, employees with food allergies are encouraged to report them. In cases where an existing allergy is reported, fellow employees are asked to refrain from bringing those substances into the workplace.

Dress Code

Responsibility and Purpose

Management is required to identify service specific dress code requirements at the beginning of the term. Employees must adhere to said policies.

Certain roles or services within the organization may require adherence to a specific dress code. It is the responsibility of the employee to comply with the applicable dress code for the duration of their employment in that role."

"The employer is responsible for clearly communicating any dress code requirements for the purpose of the role during the offer process, but prior to extending an offer of employment.

Any employee that maintains regular, in-person meetings with parties external to the AMS are required to dress in a business casual manner. Examples of business casual attire include collared shirts (either dress or golf), khakis, slacks, skirts, dresses, dress or casual shoes, and sweaters.

In regular day-to-day activities, dress code may be casual, but consideration should be given to the fact that you are in a professional work environment.

Our casual dress code supports comfort and individuality while maintaining a professional and presentable appearance. While more relaxed than business casual, it still requires attire that is appropriate for a workplace setting. Acceptable clothing includes items like jeans, t-shirts, and casual footwear. However, overly informal items—such as loungewear, clothing with offensive graphics or language, or excessively revealing attire—are not permitted

Smoke/Vape-Free Workplace

The AMS is dedicated to providing a healthy, safe, and productive work environment for all employees and visitors. In accordance with Queen’s University regulations, smoking and vaping are strictly prohibited on all property controlled, leased, used, or occupied by the university, including all AMS premises. The AMS will adhere to all provincial and municipal laws and the Queen’s University “Smoke-Free University Policy” regarding smoking and vaping in the workplace. This policy applies at all times, covering both regular business hours and hours outside the standard work schedule, and it applies to all individuals on AMS premises, including employees, students, visitors, customers, maintenance, and cleaning personnel.

No smoking or holding of lit tobacco or cannabis is permitted in the workplace, including enclosed areas such as buildings, structures, or vehicles with roofs, during both regular and off hours. This prohibition extends to vaping and holding activated e-cigarettes, regardless of whether they contain nicotine or other substances. It applies to all work-related settings, including office buildings, kitchens, bars, delivery trucks, and during company-hosted events. This prohibition does not apply to the smoking of medical cannabis prescribed by a healthcare practitioner, see substance abuse policy for further clarification

Monitoring

Monitoring for compliance with this policy will be carried out by...

Responsibility and/or contact person	HR Office
Approved by	Board of Directors



Date initially approved	January 31, 2023
Date last revised	April 12, 2026
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	N/A
Policies superseded by this policy	N/A